

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



DATE: October 22, 2003

ALL COUNTY INFORMATION NOTICE I-68-03

TO: COUNTY WELFARE DIRECTORS
FOOD STAMP COORDINATORS
COUNTY CHILD CARE COORDINATORS
CALWORKS PROGRAM SPECIALISTS
WELFARE TO WORK COORDINATORS
COUNTY AUDITORS
COUNTY FISCAL OFFICERS
COUNTY REFUGEE COORDINATORS
COUNTY PROBATION OFFICERS
IHSS PROGRAM MANAGERS
PUBLIC ADOPTION AGENCIES
COUNTY CAPI PROGRAM MANAGERS
DISTRICT ATTORNEYS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
☐ Federal Law or Regulation
Change
☐ Court Order
☐ Clarification Requested by
One or More Counties
☒ Initiated by CDSS

SUBJECT: **Distribution of All County Letters (ACLs) and All County
Information Notices (ACINs)**

Since August of 1998, (Reference ACIN I-47-98), the California Department of Social Services (CDSS) has published ACLs and ACINs on the Department's internet web page for Counties and other interested parties to download. ACLs and ACINs are used as a formal written communication to counties and others. The criteria for the use of an ACL is to provide specific direction on matters requiring statewide compliance, i.e. implementation of court orders, changes or additions to department policy, new reporting requirements, etc. In addition, ACLs provide instructions or information requiring response or action by counties. ACINs are used to disseminate statewide information that does not need to be retained for future reference.

While the CDSS has made critical information available via the internet, we have also continued to send one courtesy hard copy of ACLs and ACINs to all county welfare directors and to others who do not have access to the internet and were included on the hard copy distribution list.

Since August of 1998 there has been increased access to the internet but at the same time our hard copy distribution list for ACLs and ACINs has grown considerably. In the interest of maximizing electronic distribution of critical information and to minimize the costs of hard copy distribution, we ask for your

assistance in completing the survey on-line at
<http://158.96.231.239/cdsssurvey/adminsurvey/TakeSurvey.asp?SurveyID=103>.
Please respond back by November 30, 2003.

If you have any questions, please contact Christie Kaiser, Forms Management Unit,
at (916) 657-1893 or e-mail to ckaiser@dss.ca.gov.

Sincerely,

Original Document Signed by

GLORIA MERK
Deputy Director
Administration Division

Attachment

PDF Attachment Email Survey

CANCEL

DONE

Page 1 of 1

Thank you for taking this survey.

1. Contact Information

Company/County Name	<input type="text"/>
Mailing Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Date	<input type="text"/>

2. What lists are you currently receiving correspondence for?

- ☐ County Welfare Directors
- ☐ Food Stamp Coordinators
- ☐ County Child Care Coordinators
- ☐ CalWORKs Program Specialists
- ☐ Welfare To Work Coordinators
- ☐ County Auditors
- ☐ County Fiscal Officers
- ☐ County Refugee Coordinators
- ☐ County Probation Officers
- ☐ IHSS Program Managers
- ☐ Public Adoption Agencies
- ☐ County CAPI Program Managers
- ☐ District Attorneys
- ☐ Other, please specify

3. Does your office have internet/email services

- ☐ Yes
- ☐ No

4. Is there a central office e-mail address?

- ☐ Yes
- ☐ No

5. If you answered yes to question #4, please give us the central e-mail address or an alternate e-mail address where we can notify you of new letters posted on the internet.

Central e-mail Address	<input type="text"/>
Alternate e-mail Address	<input type="text"/>

6. How do you connect to internet/email

- ☐ Modem
- ☐ Cable/DSN
- ☐ Other, please specify

7. What attachment file size can you receive?

- ☐ 100K and lower
- ☐ 100K and above
- ☐ Any size

8. What kind of printer do you have?

- ☐ Laser Printer
- ☐ Inkjet Printer
- ☐ Dot matrix Printer
- ☐ Other, please specify

9. Do you have Adobe Acrobat installed on your PC?

The letters and notices on this site are generally available only in Portable Document Format (PDF). To download your free copy of the Reader go to <http://www.adobe.com/products/acrobat/readstep2.html>

- ☐ Yes
- ☐ No

10. Can you print a PDF file from your printer?

- ☐ Yes
- ☐ No

11. How big of a PDF document can you print?

- ☐ 20 pages and below
- ☐ 50 pages and below
- ☐ Any size
- ☐ Other, please specify

12. Comments

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